



Code: 0715
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Program Services

CLASS TITLE: CURATOR OF EXHIBITS

CHARACTERISTICS OF THE CLASS

Under general supervision, plans, coordinates, and supervises the selection, acquisition, and display of permanent artwork and temporary exhibits at City facilities, and performs related duties as required

ESSENTIAL DUTIES

- Arranges for artists, art galleries, museums, and related organizations to place loaned art objects on temporary exhibit at various City facilities
- Researches, catalogs, prepares, and ensures the security of objects in exhibits
- Prepares catalogs, brochures, and other informational materials for exhibits
- Coordinates the selection and purchase of permanent acquisitions for the City of Chicago Public Art Collection
- Attends meetings and site visits to exchange information with various project representatives (e.g., department liaisons, facility managers, Aldermen, architects, construction contractors) and to plan for the installation of artwork in newly constructed or refurbished City facilities
- Directs the activities of workers engaged in installing and displaying permanent artwork and exhibits
- Prepares exhibition budgets, oversees expenditures (e.g., artist commissions, installation fees), and monitors related contracts
- Develops artistic and cultural themes for installed artwork and exhibits
- Develops and maintains contact with local, national, and international art communities
- Makes studio visits throughout the metropolitan area and surrounding states
- Selects artists invited to submit designs of artwork proposed for installation in City facilities
- Coordinates public events and receptions for exhibits, artists, and dedications of artwork
- Trains exhibit guides and interns
- Responds to inquiries regarding exhibits and art acquisitions
- Assists in loading and unloading shipments of art
- Prepares grant proposals and solicits outside support and funding
- Conducts public forums and other outreach events to gather community opinions related to the display of artwork and exhibits
- Gives gallery talks and lectures on art topics and exhibitions, as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Museum Studies, Art Administration, Art History, or a directly related field plus two years of experience in

the research, organization, and installation of artwork or gallery exhibits, or an equivalent combination of education and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to fumes or dust
- Exposure to loud noise
- Exposure to oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)
- Audio-visual equipment
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Power tools (e.g., electric, pneumatic)
- Paper mat and glass cutters

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk for extended periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- equipment and materials used in art and exhibit installation
- *exhibit administration, design, and development
- *art and art history
- art conservation

Moderate knowledge of:

- applicable computer software packages and applications
- methods and techniques used to plan and organize events (e.g., artistic performances, exhibits)

Some knowledge of:

- grant administration policies, methods, practices, and procedures
- budget preparation and analysis

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Curator of Art and Exhibits class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences

Other skills as required for successful performance in the Assistant Curator of Art and Exhibits class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE SPACIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

Other abilities as required for successful performance in the Assistant Curator of Art and Exhibits class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Curator of Art and Exhibits class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: July, 2010